

Illahe Vineyards and Winery  
**Direct Sales Manager**

Illahe Vineyards and Winery is off the beaten track just southeast of Dallas, Oregon. It is family owned and sits on 80 acres with a commanding and breathtaking view of the Oregon rural landscape and the Cascade Range. Those that work at Illahe are very impassioned and focused on making exceptional wine and providing all visitors with a most memorable and amazing experience.

Illahe is seeking an individual who can project their passion, excitement and knowledge of the wine industry and Illahe wines to all who visit Illahe. The position of Direct Sales Manager involves managing the tasting room, maintaining the wine club membership, filling wine orders, and assisting in media marketing with a professional and enthusiastic attitude.

**Essential Duties and Responsibilities:**

TASTING ROOM

- Great all guests with genuine excitement.
- Guide guests through wine tastings while sharing the Illahe story, wine and brand.
- Lead tours through the winery, cave and vineyard.
- Perform sales transactions for carry out and shipping orders.
- Promote Illahe wine club memberships.
- Oversee set up and take down of wine bar.
- Balance cash sales with Square.
- Schedule wine tastings and tours.
- Restock wines in the winery.
- Keep abreast of wine inventory and new releases.
- Participate in staff meetings.

WINE CLUB MEMBERSHIP

- Maintain wine club membership lists for Google sheets, Excel, VinoShipper and MailChimp.
- Organize, schedule and oversee all wine club shipments.
- Create and send email for wine club shipments using MailChimp.
- Check VinoShipper for new club members and shipments.
- Send welcome email to all new members.
- Respond to all member email promptly.
- Assist with and participate in all member pick up events and dinners.

## MEDIA MARKETING AND EVENTS

Contribute to marketing and regular social media posts.

Post upcoming events.

Assist with planning, set up and clean-up of events.

Participate in events and create a wonderful memory for members and guests.

### **Experience and Qualifications:**

Experience with tasting room sales and operations preferred.

Minimum 2-3 years of experience in a tasting room, retail or hospitality environment.

Basic knowledge of wine varietals and production methods.

Dynamic written and verbal skills required.

Ability to speak in front of groups of people.

Must be able to work a flexible schedule.

Must be able to work independently or within a team atmosphere.

Must have OLCC permit or ability to obtain one.

Must be able to lift 45 pounds and stand for long periods of time.

Proficient in basic computer skills including Excel and Google sheets and POS system.

**Language:** English (required)

### **Job Type:**

Part time to possible full time.

Weekdays, weekends & holiday events.

Flexible work schedule.

### **Compensation:**

Hourly wage based on experience.

Tips, employee discounts and bonuses.

Bi-weekly pay period.

Two week paid vacation after one year of employment.

Send a cover letter explaining why you would like to work at Illahe and your resume to Illahe Vineyards, 3275 Ballard Road, Dallas, OR 97338 or Bethany@illahevineyards.com.